

## Property Application for Seagrape Village

Property Name

### How to Apply ?

1

You can go to  
[Tenantev.com](https://tenantev.com) or scan  
this QR Code.



then

2

Create a new account  
and use the following  
application code to begin.

**9970**

Property Application Code

### Please read before applying

**You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.**

The community you are applying to could request information such as Credit report ( Social Security number necessary ), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

#### **Important!**

**Application Fee:** There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process. This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly. **Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.**

Application process  
my take up to 45 *minutes*  
**tenantev.com**

### Do you need help?



Email us at  
[support@tenantevaluation.com](mailto:support@tenantevaluation.com)



Call us at  
305.692.7900

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.



CAM Firm License # CAB 4083  
18901 SW 106th Ave Suite 210 Cuttler Bay FL 33157  
Tel: 305-242-7174  
[www.ipmsmiami.com](http://www.ipmsmiami.com)  
[ApplicationsDept@ipmsmiami.com](mailto:ApplicationsDept@ipmsmiami.com)

## OWNER / TENANT REGISTRATION

Listed below are the procedures and documents required by the Association for lease and purchase registration:

1. A non-refundable processing fee payable to Innovative Property Management in the amount of \$130 per applicant, can be paid via online and money order only. (Legally married couples counts as one applicant. Must provide marriage certificate.)
2. A \$1,000.00 common area Security Deposit is required by the Association from the Homeowners in order to rent the Unit. Security deposits are to be paid via money order and/or cashier's check only payable to Seagrape Village Condominium Association, Inc. (NO PERSONAL CHECKS)
3. All applicant(s) are required to complete a secure TransUnion Smartmove background check. An email will be sent separately for each applicant. A non-refundable fee payable to Innovative Property Management in the amount of \$25.00 must be provided per each applicant 18 years and older, can be paid via online and money order only.
4. Unit Owner form must be completed by the current buyer for purchases, or by the current owner and perspective tenants for leases.
5. Copy of valid driver's license for all applicant(s).
6. Vehicle Registration Form. Only 2 vehicles allowed per unit.
7. Copy of valid vehicle registration and car insurance for each vehicle. (Not applicable for Investors)
8. Pet Registration Form. Please note only owners are allowed to have (1) pet, not tenants.
9. Personal references. Three (3) personal reference letters, typed-written, including the writer's phone number and address, all letters must have different content.
10. Acknowledgement confirming receipt of the Association Rules and Regulations. All prospective applicant(s) must sign and notarize the Addendum to Purchase/Lease. (Pg. 7)
11. Copy of the Executive Purchase or Lease Agreement.

### For Purchases

Title Company must contact the Management Company to obtain an Estoppel letter. The application will not be approved without a completed Estoppel. Estoppel must be requested by email to [applicationsdept@ipmsmiami.com](mailto:applicationsdept@ipmsmiami.com). The turnaround for the Estoppel is as follows: \$250.00 for (10) business days, or \$350.00 for (3) business days (RUSH) plus taxes and service fee. If the account is delinquent a fee of \$150.00 may apply.

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## UNIT OWNER FORM

FOR USE BY THE MANAGEMENT COMPANY

Application for occupancy    Purchase     Lease

Property Address \_\_\_\_\_

Owner's Information: (Must be completed by the buyer for purchase and by the current owner for lease)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Person(s) who will normally occupy the unit:

<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Email</u>	<u>Phone #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For tenants:

Lease term is from \_\_\_\_\_ to \_\_\_\_\_

\*\* Copy of Section 8 voucher if applicable.

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## PERSONAL RELEASE FORM AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

**IMPORTANT: Please read carefully before signing.**

A consumer report and/or investigate consumer report including information concerning your character, employment history, rental history, personal characteristics, police record, credit and indebtedness may be obtained in connection with your rental application. **A consumer report and/or investigate consumer report may be obtained at any time during application process.** If adverse action is taken, based in whole or in part on the information contained in the consumer report, you are intitled to receive a denial letter. The name, address and telephone number of TransUnion Smartmove, and a summary of your rights under the Fair Credit Reporting Act will be included. If you have questions, please contact TransUnion Smartmove Customer Service at (866) 775-0961.

### AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, landlord, police department, financial institution, consumer reporting agencies, credit bureaus or other persons or agencies having knowledge about you to furnish TransUnion Smartmove with all background information in their possession regarding you, in order that your suitability as a potential tenant may be determined.

By signing below, you hereby authorize without reservation, any party or agency contacted by TransUnion Smartmove to furnish the above-mentioned information. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

Please print legibly to speed up processing time.

Applicant #1 Full Name \_\_\_\_\_

Applicant SSN \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ Applicant DOB \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Read, acknowledge, and authorized

\_\_\_\_\_  
Signature Applicant #1 Date

Applicant #2 Full Name \_\_\_\_\_

Applicant SSN \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ Applicant DOB \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Read, acknowledge, and authorized

\_\_\_\_\_  
Signature Applicant #2 Date

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## VEHICLE REGISTRATION FORM

NO COMMERCIAL VEHICLES PERMITTED

### Section I: General Information

Applicant(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Section II: Vehicle Information

	Vehicle One (1)	Vehicle Two (2)
Make		
Model		
Year		
Color		
Tag number		
State		

- Commercial vehicles, boats, trailers, and jet skis are not permitted in the parking areas at any time.
- According to the By-Laws of Seagrape Village Condominium Association, Inc. each unit has 2 assigned parking space(s), in front of their unit.

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## PET REGISTRATION FORM

(Only applicable to owners, tenants are not allowed pets)

Applicant(s) Name \_\_\_\_\_

Address \_\_\_\_\_

### Dog's information

Breed of Dog \_\_\_\_\_ Color \_\_\_\_\_

Weight \_\_\_\_\_ Rabies Tag # \_\_\_\_\_ State \_\_\_\_\_

\*\* Pets are not allowed outside unattended in yard or on patios. Pets must be kept inside unless their owner is with them. They are to be kept on a leash and must be picked up after.

X \_\_\_\_\_

Applicant(s) signature

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## AFFIDAVIT – ADDENDUM CONTRACT

Applicant(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

1. How many people will occupy this unit? \_\_\_\_\_
2. How many cars do you own? \_\_\_\_\_
3. According to the By-Laws of Seagrape Village Condominium Association each unit has **2** assigned parking space(s), in front of their unit.
4. Vehicles are not permitted in the green areas or on the sidewalks at any time.
5. Spaces belonging to other residents cannot be used. You are responsible of informing your guest where to park to avoid having the vehicle towed at their expenses.
6. Commercial vehicles, boats, trailers, and jet skis are not permitted in the parking areas at any time.
7. No bed sheets or aluminum foil can be used as curtains.
8. Religious images or statues are not allowed on the exterior of the units.
9. Each unit **owner** shall be limited to one animal at any given time weighting less than 25 pounds (dogs, cats, and small birds).
10. Trash must be placed in plastic bags in the trash bins located throughout the property, to avoid pests and odor. Trash pick-up are twice a week: Mondays and Thursdays. All garbage cans must be out of sight by Monday and Thursday evening. An automatic \$100.00 fine will be applied to violators each time the garbage cans are left outside.
11. Cardboards boxes must be cut up or folded before placing them in the trash bins to avoid overfilling the bins and inconveniencing other residents.
12. Storage of discarded, old furniture, and boxes in the terraces and/or balconies of the unit are strictly prohibited. Hanging clothes in the exterior of the units is also strictly prohibited. The Board of Directors has the authority to remove these items if necessary.
13. You are responsible for keeping the area around your unit, front and back, clean, and neat.
14. Mechanical work and wrecked vehicles are not allowed at any time.
15. No nuisance - Behavior must always be maintained. Loud or noises must be avoided to refrain from disturbing your neighbors.
16. Architectural changes must be approved by the Board of Directors before the beginning of the work.
17. The Board of Directors has the right to review all the Leases and Contracts for rental upon expiration, to approve or deny their renewal.
18. The Boards of Directors has the authority to take legal action to enforce these Rules and Regulations and to ask the owner of a leased or rented unit to evict the tenants for non-compliance with the same.

# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## ADDENDUM TO PURCHASE/LEASE

This signed document acknowledges that the resident was provided a copy of Rules and Regulations of Seagrape Village Condominium Association, Inc., and that the resident has read said Rules and Regulations. All residents and guests must abide by these Rules and Regulations, if:

- a. The owner fails to adhere, the owner will be subjected to fines and/or injunctive relief legal action.
- b. The tenant fails to adhere, tenant will be subject to eviction.

This is to attest that all information provided on the attached information is true and correct and any false statements provided will result in disapproval and/or eviction.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant #1

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant #2

State of Florida

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, by

\_\_\_\_\_  
Please print applicant's name

( ) Personally, known to me      ( ) Produced Identification      Type of Identification \_\_\_\_\_

( ) Did Take Oath      ( ) Did not Take Oath

Signature of notary public \_\_\_\_\_

Printed name of notary public \_\_\_\_\_

My commission expires \_\_\_\_\_



# SEAGRAPE VILLAGE CONDOMINIUM ASSOCIATION, INC.

## EMERGENCY CONTACT

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_